

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, OCTOBER 6, 2021**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 6th, 2021, at 6:30 p.m. at the Willmar City Offices Conference Room #1.

**\*\* Members Present:** Justice Walker, Jeff Kimpling, Cletus Frank, Steven Dresler, and Terry Sieck, Stephanie Carlson

**\*\* Members Absent:** Johnathan Marchand, Khalif Bashir

**\*\* Others Present:** Kayode Adiatu – Planner, Willard Huyck – Planner, Leslie Valiant – City Administrator, Kathryn Petrick – Willmar, MN, Aida Bautista – Willmar, MN, Marc Gomez – Willmar, MN, Ricardo Auiles – Willmar, MN, Joana Fuentes Cortes – Willmar, MN, Jonathan Huisinga – Willmar Poultry Innovations

2. MINUTES: Minutes of the September 15, 2021 meeting were approved as presented. Motioned by Commissioner Dresler, seconded by Commissioner Sieck.
3. CHANGES OR ADDITIONS TO AGENDA: Commissioner Walker added Item #4, announcing his resignation from the Commission.
4. ADDITIONAL ITEM: Commissioner Walker announced that he had been hired as the Director of Planning and Development for the City of Willmar, and that he was subsequently resigning his seat on the Commission, effective immediately. The Commission thanked him for his service and congratulated him on his new position.
5. AEHN LLC MINOR SUBDIVISION APPLICATION – FILE 21-05: Mr. Huyck presented an application for a minor subdivision filed by Joshua Stern of Bonnema Runke & Stern on behalf of AEHN, LLC. The applicant is seeking to subdivide a previously consolidated parcel on property legally described as: S 370' of the W½ of the NE¼ of the NW¼ of Sect 9 of TWP 119, Range 35, except the E 220'. The property in question is an undeveloped piece of land within an existing apartment development. The applicants seek to develop additional apartment buildings on the land. The property is accessible by a parking lot leading to 24<sup>th</sup> Street NW.

Mr. Huyck reviewed comments from the Fire Department and City Engineering.

Staff recommended that the Commission approve the preliminary with the following conditions and forward action onto the City Council for review and approval:

- A. All Fire Chief/Marshall and Engineering comments shall be met, adhered to, and additional information supplied as requested.

Nobody appeared to speak on the applicant's behalf.

Vice Chairman Kimpling opened the item for discussion.

Commissioners Dresler and Frank inquired as to the basis for the subdivision.

Mr. Huyck replied that it was uncertain.

Commissioner Dresler asked whether the sewer and drainage infrastructure on the property would be able to support additional residents in the proposed apartment buildings.

Mr. Huyck replied that he had received no concerns from Utilities or Public Works in that regard.

Commissioner Carlson asked whether there was a public hearing required for this application.

Mr. Adiatu replied that the application at hand did not require a public hearing, though one would be held when the developers submitted a plan review application.

Vice Chairman Kimpling asked for a motion on the application.

Commissioner Carlson motioned to approve the minor subdivision. Commissioner Dresler seconded.

Commissioner Frank suggested adding a condition that requires the separate access agreement to be made in a recordable form.

The preliminary plat was approved 5-0 with the following conditions and forwarded to City Council for review and approval:

- A. All Fire Chief/Marshall and Engineering comments shall be met, adhered to, and additional information supplied as requested.
- B. The separate access agreement shall be made in a recordable form and recorded by the City.

6. AIDA BAUTISTA HOUSE MOVE PLAN REVIEW – FILE 21-08: Mr. Adiatu presented an application for a house move filed by Marcus Building Movers on behalf of Aida Bautista. The applicant is requesting a plan review for a house move onto property legally described as follows: Lot 0 Block 1 WOLTJER ADDITION LOTS 2, 3 & 4. The applicant seeks to move a house from 879 State Hwy 55 Brooten, MN to the property located at 817 Lakeland Drive NE Willmar, MN.

Staff recommended approving the plan review for the house move with the following conditions:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The curb cut shall be not more than 24' wide.
- C. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping, etc. shall be four (4) months after the house is moved.
- D. A performance bond or certified check of \$3,000 shall be submitted to the City (prior to issuance of house move and building permit) as security to ensure completion of the exterior work.
- E. The applicant shall contact the MUC, WPD, MNDOT and City Public Works before the house move.
- F. The use shall meet all applicable local, state, and federal laws and regulations at all times.

Vice Chariman Kimpling opened public hearing.

Kathryn Petrick of Willmar inquired as to the site's proximity to her neighboring property and asked for clarification on the City's setback requirements.

Applicants Aida Bautista and Marc Gomez discussed their intentions and plan for the site.

The Commission discussed the city-owned maintenance road to the east of the applicant's lot.

Vice Chairman closed the public hearing.

Vice Chairman opened the item for discussion.

Commissioners Carlson, Dresler and Frank expressed concern that the 4-month deadline for exterior work outlined in Condition C was unreasonable.

Commissioner Frank asked the applicants what they believed a reasonable deadline for exterior work would be.

Mr. Gomez replied that, while it was difficult to suggest an exact deadline, a 1-year timeline was preferable.

Commissioner Frank suggested adding a condition requiring that exterior work shall be completed within a reasonable amount of time, weather and contractor availability permitting.

Vice Chairman Kimpling read the findings of fact.

Vice Chairman Kimpling asked for a motion on the item.

Commissioner Dresler motioned to approve the item. Commissioner Frank seconded.

The plan review was approved 5-0 with the following conditions:

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
  - B. The curb cut shall be not more than 24' wide.
  - C. All exterior work (i.e. house exterior, driveway, sidewalk, landscaping, etc.), shall be completed within a deadline determined by City Staff, weather and contractor availability permitting. Applicants shall cooperate with City Staff in formulating said deadline.
  - D. A performance bond or certified check of \$3,000 shall be submitted to the City (prior to issuance of house move and building permit) as security to ensure completion of the exterior work.
  - E. The applicant shall contact the MUC, WPD, MNDOT and City Public Works before the house move.
  - F. The use shall meet all applicable local, state, and federal laws and regulations at all times.
7. WILLMAR POULTRY EXPANSION PROJECT OVERVIEW: Mr. Adiatu previewed a rezoning, a minor subdivision and a land purchase agreement to be considered at the Commission's special meeting on October 13<sup>th</sup>. These applications were filed on behalf of Willmar Poultry Innovations, who seeks to expand their turkey brooding facility at 2700 75<sup>th</sup> Street SW, Willmar, MN.

Jonathan Huisinga of Willmar Poultry Innovations provided the Commission with further information on the proposed facility.

8. Miscellany:

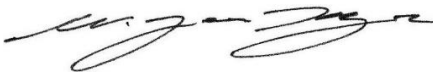
Mr. Adiatu, Mr. Huyck and Administrator Valiant thanked the Commission for their flexibility in attending the upcoming special meeting.

Commissioner Frank asked that Staff preview the next meeting's agenda as a miscellaneous item in the future.

Vice Chairman Kimpling and Commissioner Frank expressed concern that the Commission has not been receiving adequate information on applications, especially time-sensitive ones.

There being no further business to come before the Commission, the meeting adjourned at 7:45 p.m.

Best Regards,

A handwritten signature in black ink, appearing to read 'Willard Huyck', with a stylized, cursive script.

Willard Huyck  
Main Street Coordinator - Planner

**PLANNING COMMISSION – OCTOBER 6, 2021**  
**STAFF COMMENTS**

**1. AEHN LLC MINOR SUBDIVISION – FILE NO 21-05**

- The applicant is Joshua Stern of Bonnema Runke & Stern on behalf of AEHN, LLC.
- The applicant is seeking to subdivide a previously consolidated parcel on property legally described as: S 370' of the W½ of the NE¼ of the NW¼ of Sect 9 of TWP 119, Range 35, except the E 220'.
- The property in question is an undeveloped piece of land within an existing apartment development. The property is accessible by a parking lot leading to 24<sup>th</sup> Street NW.
- The parcels are zoned R-4.
- All setback standards are met.
- All lots meet the minimum density and lot size under medium-density multi-family residential district standards.

**Department Head Comments**

- Fire:
  - We will need additional fire hydrants and proper fire department access roads around the building.
- Engineering:
  - Recommend approval contingent on the following comments:
    - The Preliminary Plat shall include the site legal description.
    - A surveyor certification shall be included on the Preliminary Plat.
    - The Preliminary Plat shall include a full boundary line survey with dimensions to government monuments.
    - Adjacent right of way widths shall be shown on the Preliminary Plat. One dimension appears to have been omitted.
    - Access to the proposed Lot 2 Block 1 shall be identified on the Preliminary Plat along with a separate access agreement. Lot 2 Block 1 is land locked with no frontage to a public right of way.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- B. All Fire Chief/Marshall and Engineering/Public Works comments shall be met, adhered to, and additional information supplied as requested.

**2. AIDA BAUTISTA HOUSE MOVE PLAN REVIEW – FILE NO 21-08**

- The applicant is Marcus Building Movers on behalf Aida Bautista
- The applicant is requesting a plan review for a house move onto property legally described as follows: Lot 0 Block 1 WOLTJER ADDITION LOTS 2, 3 & 4.
- The applicant is requesting a house move from 879 State Hwy 55 Broton, MN to the property located at 817 Lakeland Drive NE Willmar, MN.
- A two-car attached garage will also be moved to the proposed location.
- The house is currently located outside the City limits, and the proposed location is a vacant lot.
- The property is zoned R-2 (One- and Two-Family Residential).
- The property will be accessed via Lakeland Drive NE, and there will be a concrete

driveway.

- The home will fit in with the area, and above-grade elevations will be consistent with nearby houses.
- The Planning Commission can assign a performance bond or other security to ensure that the exterior improvements are completed and done in a timely fashion.
- Applicant has yet to determine the house move date.

RECOMMENDATION: Approve the plan review for the house move with the following condition:

- G. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- H. The curb cut shall be not more than 24' wide.
- I. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping, etc. shall be four (4) months after the house is moved.
- J. A performance bond or certified check of \$3,000 shall be submitted to the City (prior to issuance of house move and building permit) as security to ensure completion of the exterior work.
- K. The applicant shall contact the MUC, WPD, MNDOT and City Public Works before the house move.
- L. The use shall meet all applicable local, state, and federal laws and regulations at all times.

### **3. Overview of Willmar Poultry Expansion**

- The applicant is Shawn Peltier of Willmar Poultry Innovations LLC
- The property is located in the City of Willmar, 2700 75<sup>th</sup> St. SW
- Willmar Poultry Innovations LLC desires to expand their facility to the West and North of their existing property described as:  
THAT PART OF THE E1/2 OF SE1/4 DESC AS FLWS: COMM AT SE COR OF SD SEC. TH N 959.5 FT TO PT OF BEG OF TRACT HEREIN DESC, TH W 506', TH N 527', TH E 506' TO E LINE OF SD SEC, TH S 527' TO PT OF BEG.
- Willmar Poultry has agreed to a purchase agreement – subject to City Council approval, Monday, October 4, 2021.
- The City Council on October 4, 2021, approved resolutions in support of Willmar Poultry's minor subdivision and the rezoning of the additional 4.1 acres at the West and North of their existing site from G (Government) to AG (Agriculture).